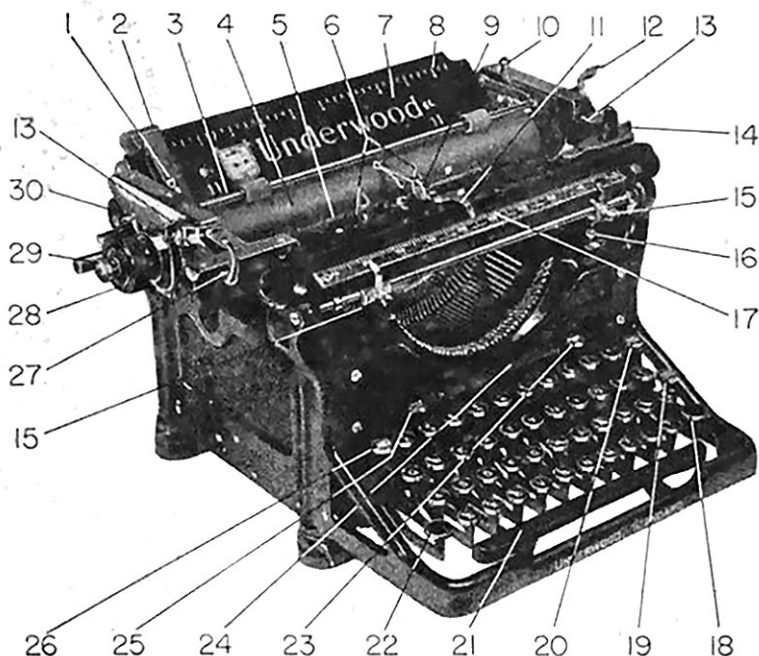


PRINCIPAL OPERATIVE PARTS OF THE UNDERWOOD STANDARD TYPEWRITER



1. **LINE SPACE ADJUSTING LEVER**—The machine may be adjusted for single, double or triple line spacing by means of Line Space Adjusting Lever.
2. **LATERAL PAPER GUIDE**—To assist in maintaining an even margin. Can be moved horizontally.
3. **PAPER HOLDER BAIL**—Located on Cylinder so paper does not have to be placed under Bail except when it is necessary to write near lower edge of paper. To place paper under Bail, trip Paper Holder Bail Release Lever (10) forward, elevating Bail, revolve Cylinder Knob with right hand and guide paper under Bail with left forefinger. Place left forefinger on top of Bail and with a slight pressure drop Bail on paper.
4. **CYLINDER.**
5. **CYLINDER SCALE**—Indicates the line of writing. Used for making corrections and setting to lines.
6. **CARD HOLDERS**—Are used for writing cards and may also be used for addressing envelopes.
7. **PAPER REST.**
8. **PAPER CENTERING SCALES**—Are used to center paper quickly and accurately on Cylinder. This is the first step when using the Front Scale (17) to center a heading or caption on paper.
9. **ENVELOPE HOLDER ARM**—Used to hold envelopes or narrow slips of paper against Cylinder and may be used to guide paper under Paper Holder Bail (3).
10. **PAPER HOLDER BAIL RELEASE LEVER.**
11. **CARRIAGE FRAME POINTER**—Indicates writing position.
12. **PAPER RELEASE LEVER**—Releases paper for straightening.
13. **CARRIAGE RELEASE LEVERS (Right and Left)**—Carriage may be moved freely in either direction when Lever is depressed; hold until Carriage reaches desired position.
14. **MARGINAL STOP RELEASE LEVER**—To write beyond left margin without changing position of Marginal Stop.
15. **MARGINAL STOPS**—The length of writing line is regulated by right and left Marginal Stops (15). To set Marginal Stops, press Marginal Stop Handles together and slide the Marginal Stops to desired number on Front Scale (17).
16. **RIBBON INDICATOR**—Blue position writes on upper half of Ribbon; red, lower half. White or central position for stencil cutting.
17. **FRONT SCALE**—To center a heading centralize paper as outlined by item 8. Set Carriage Frame Pointer (11) at "0" on scale. Strike Space Bar (21) once for each character and space in the heading to be centered. Note figure on lower red scale at which Carriage Pointer (11) stops, then set pointer at corresponding number on upper white scale, which will be position to begin heading. For example: On 11" machine with 10 spaces to inch—to center

UNDERWOOD TYPEWRITER

18. **SHIFT KEY, Right**—For writing capital letters.
19. **SHIFT LOCK**—To lock Carriage on upper case to write all capitals. Release by pressing Shift Key, Left (22).
20. **MARGINAL RELEASE KEY**—When right margin has been determined and the Marginal Stop, Left (15) set, the Bell will ring seven spaces before the keys lock. Four more characters may be written by pressing Margin Release Key (20) after which keys lock the second time; the fifth and last character may be written by again pressing the Margin Release Key.
21. **SPACE BAR**—Used in spacing between words.
22. **SHIFT KEY, Left**—For writing Capital Letters.
23. **TABULATOR STOP SET KEY**—Tabulator Stops are set by placing Carriage at the desired stop position and depressing the Tabulator Stop Set Key.
24. **KEY SET TABULATOR BAR**—For marginal indentations and moving Carriage from one column to the next. In tabulating, the Tabulator Bar is depressed and held down until the Carriage strikes Tabulator Stop.
25. **TABULATOR STOP CLEAR KEY**—To clear any Single Stop, tabulate to the desired position and press the Tabulator Stop Clear Key. All Stops are cleared by placing the Carriage at extreme left of line, then depressing and holding the Tabulator Stop Clear Key while returning the Carriage to "0" on Scale.
26. **BACK SPACER**—To move Carriage one or more spaces to the right.
27. **LINE SPACE LEVER**—Spaces paper for new line of writing and returns Carriage.
28. **CYLINDER KNOB, Left.**
29. **VARIABLE LINE SPACER BUTTON**—When pulled out, Cylinder can be moved by hand to write on ruled lines or spaces that do not conform to the regular spacing of machine.
30. **LINE SPACE DISENGAGING LEVER**—When Lever is raised a word may be written between two lines, but closer to one than the other, and the Cylinder returned to original spacing by lowering the Lever, and turning the Cylinder by the Cylinder Knob to the line of writing.